

Neighborhood Planning Advisory Committee

SECTOR OPEN HOUSE SUBCOMMITTEE REPORT

(MAY 19TH, 2009)

SUBCOMMITTEE MEETING(S), TOPICS AND ATTENDEES

The Sector Open House Subcommittee met on (April 28th 2009) to discuss the NPAC/Planning Commission training session and the Sector Open House Meetings. In attendance were Subcommittee members Boaz Ashkenazy, Christie Coxley, Thomas Im, Kay Knapton and Catherine Stanford. Irene Wall conferenced into the meeting.

Planning Commission, NPAC members and DPD members met on (April 30th, 2009) to discuss further details of the Sector Open Houses. In attendance were Planning Commission members Barb Wilson and Katie Sheehy. In attendance were NPAC members Boaz Ashkenazy, Kay Knapton and Catherine Stanford. In attendance were DPD staff David Goldberg and Lyle Bicknell.

SUMMARY OF SUBCOMMITTEE DISCUSSION

Subcommittee met to discuss the timing and agenda of the Sector Open Houses and the Sector Open House training sessions.

The subcommittee identified the following ideas for the Sector Open House Training Session:

1. **TRAINING AGENDA** - The training sessions to prepare for the Open Houses will be broken into three sections (Neighborhood Planning History, Status Report Updates, Facilitation Training) The city will brief the attendees on the history of the planning process and the organization of the status reports. Triangle Corporation will follow the City's presentation with a brief orientation on group facilitation techniques.
2. **NPAC/PC HOMEWORK** - It will be the responsibility of each NPAC and Planning Commission member to familiarize themselves with the details and particulars of the Neighborhood Plan and the Status Report they have been assigned to.
3. **DATE/TIME** - June 2nd and 4th - 12pm - 1:30pm

The subcommittee outlined the following ideas for the Sector Open House Meetings:

1. **OPEN HOUSE AGENDA** - The Open House would be broken into a large-group presentation and small break-out sessions. The large group presentation would focussing on city goals and neighborhood plan background information and would be delivered by either an NPAC member of a Planning Commission Member. The breakout sessions would be specific to each neighborhood plan and focus on listening and documenting community comments and concerns. Two NPAC and/or PC members would facilitate these sessions. The style of these breakout sessions would be casual and conversational with facilitators answering questions and providing clarification about the neighborhood plans and the status reports.
2. **DOCUMENTATION** - Multiple modes of documenting community comments and concerns encouraged. Documentation would include Large format note taking, paper surveys and digital surveys.
3. **GRAPHICS** - At each breakout session the city will provide a poster outlining the status reports. We recommend that the city keep data, information, graphs and charts clear and consistent from neighborhood to neighborhood. The posters will organize information so community members will understand the basics of the current plan and the modifications outlined in the status reports.

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4. GOALS AND QUESTIONS - It is crucial that the city is clear about its goals and outcomes for these meetings. The subcommittee feels that a short set (3-4) questions be presented to the community at each breakout session.
- a. Question 1: Did our summary and status report of your neighborhood reference important information? What have we missed? What should we focus on?
 - b. Question 2: Is your neighborhood plan “vision” still relevant?
 - c. Question 3: Has the change that has occurred in your neighborhood been as hoped?
 - d. Question 4: Are the Neighborhood Plan’s “Key Strategies” still priorities or are there new ones?

DISCUSSION ITEMS FOR NPAC

- NPAC/Planning Commission Training Session for Sector Open Houses
 - Date/Time - June 2 and 4 - 12pm - 1:30pm
 - Training Agenda
- NPAC/Planning Commission - Sector Open Houses
 - Sector Open House Date/Time/Venue
 - Revised Sector Groupings
 - NPAC Member Allocation
 - Sector Open House Agenda

ACTIONS/DECISIONS/DIRECTION NEEDED FROM NPAC

- NPAC/Planning Commission Training Session for Sector Open Houses
 - Confirm Date, Time and Agenda
- NPAC/Planning Commission - Sector Open Houses
 - Approval of NPAC/PC Staff Allocations
 - Approval of Sector Open House Agenda

ADDITIONAL DOCUMENTS

1. NPAC and Planning Commission Member Open House Allocation
2. Sector Open House Agenda and Format - Issued by the City
3. Sector Open House Neighborhood Groupings, Dates and Times

[illegible]

Neighborhood Plan Status Report: Open House 1

City Ordinance 122799

Broad Public Open Houses: These will be conducted in approximately six areas of the city, covering several neighborhood plan areas per open house. NPAC and the Planning Commission will host these workshops. A discussion "table" that provides an opportunity for neighborhoods to share information with Planning Commissioners, NPAC members and City staff will be set up for each neighborhood plan area.

- At the initial open houses City staff will report back to neighborhoods on the preliminary gathering of data. The City will also seek input on the key issues and informational gaps for individual neighborhoods.
- A second set of open houses will be scheduled when drafts of the citywide State of the Neighborhood Report and specific neighborhood plan status reports are available, for the purpose of reviewing the information, discussing gaps in information, and again identifying key neighborhood issues.

Outreach to Under-represented Communities: The Department of Neighborhoods will coordinate additional outreach sessions for under-served communities to help ensure that a broad cross-section of the city has an opportunity to participate. The purpose of these meetings is similar to that of the open houses, but they would be tailored to the needs of the community.

General Objectives and Format

	Status Report Open Houses Outreach and Format
Target Date	June / July 2009
Objectives	<ul style="list-style-type: none">- Provide basic orientation and information about Neighborhood Plan- Share Information on Existing Conditions & Changes- Define unmet objective (gaps) & "Emergent Issues"
Desired Outcomes	<u>Process</u> <ul style="list-style-type: none">- Inclusive process- Educated participants <u>Products</u> <ul style="list-style-type: none">- Documentation of input needed to prepare final Status Reports.
Meeting Format	Formal Agenda with Neighborhood breakout tables (2 hrs.)
Locations	Approximately 5 locations (see following table)
How Will Input be Used?	<ul style="list-style-type: none">- The City will use the collected information to refine the Status Reports and to establish the "Gaps and Emergent Issues".
Informing / Advertising	<ul style="list-style-type: none">- Press Release- Newspaper announcements- Email and/or mailing to DON and DPD lists
Public Involvement Materials/ Communication Tools	<ul style="list-style-type: none">- Large format maps, Posters of Neighborhood Summary- Materials for Recording input- Interpreters as needed per City Translation and Interpretation Policy??

Engagement Tailored to Under-represented Communities	- Citywide and Neighborhood Summary materials translated per City Translation and Interpretation Policy - Interpretation will be available as needed
On-line Engagement	- Materials will be posted on the web site - Online comment form??
Resources and responsibilities	- Tables would be hosted by NPAC members and Planning Commissioners. - DPD will create Open House orientation meetings for NPAC and PC.
Reporting Back	- Post, mail and email summary of comments and draft “emergent issues”.

Potential Agenda – Discussion Draft

Meeting Purpose

- Provide basic orientation and information about Neighborhood Plan
- Share Information on Existing Conditions & Changes
- Define unmet objective (gaps) & “Emergent Issues”

Arrival 15 minutes

Sign-In

Review materials for each neighborhood

Overview & Background

Overview of Neighborhood Planning & Status Reports 20 minutes

Meeting Purpose

Agenda

Overview of Neighborhood Planning and Status Reports

Introduction of NPAC and Planning Commissioners

Neighborhood Breakout Tables

Highlights of the status of each neighborhood 15 minutes

Questions..... 1 hour

Potential Questions for Discussion

- Did our summary of your neighborhood reference important information? What have we missed? What should we focus on?
- Is the Vision still relevant?

- Has the change that has occurred been as hoped?
- Are the Plan's Key Strategies still priorities or are there new ones?

Conclusion and Next Steps

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Possible NPSR Dates & Locations

SW & Georgetown (6) = Admiral, W Seattle Junction, Morgan Junction, Delridge, Westwood – Highland Park, Georgetown @ Delridge Community center or Youngstown Cultural Center

2nd Thursday = June 11

3rd Monday

4th Tuesday

East and Southeast (3) = Rainier Beach, Columbia City, Central District (Madison/Miller, 23rd and Jackson, 12th Ave) @ Rainier Community Center or Langston-Hughes Basement

2nd Monday

3rd Tuesday = June 16th

4th Monday

Central and West (5) = Queen Anne (Upper QA Uptown), Belltown– Denny Regrade, First Hill, Capitol Hill, Pike / Pine, Eastlake @SLU Armory or Port of Seattle

1st Tuesday

1st Thursday

4th Monday = June 22nd

4th Tuesday

North (north) (4) = Lake City, Aurora – Licton Springs, Bitter Lake Village, Greenwood – Phinney @ Northgate Community Center or Bitter Lake Community Center

1st Monday

2nd Wednesday = July 8th

2nd Thursday

3rd Monday

4th Tuesday

4th Thursday

**MEETING DATES AND LOCATIONS HAVE NOT BEEN
CONFIRMED**

North (south) (5) = Crown Hill – Ballard, Wallingford, Fremont, Green Lake, University Community @ Good Shepherd Center or Green Lake Community Center

1st Monday

2nd Monday = July 13th

3rd Monday

3rd Wednesday (need to check)

3rd Thursday

4th Thursday

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**MEETING DATES AND LOCATIONS HAVE NOT BEEN
CONFIRMED**